

# **BUDGET / FACILITIES SUBCOMMITTEE MEETING**

## **MINUTES**

**Monday, May 18, 2015**

**Oliver Administration Building**

### **Present**

**Subcommittee: Marjie McBride, Chair; John Bento and William O'Dell (arrived at 5:50 p.m.)**

**School Committee, Administration and Staff: Karen Lynch, John Saviano, Paul Silva, Erin Schofield (arrived at 5:48 p.m.), Mario Andrade, Superintendent; Diane Sanna, Assistant Superintendent (arrived at 6:03 p.m.); Pauline Silva, Director of Administration & Finance; Kate Wolf, Principal, Colt Andrews; and George Simmons**

**Guests: Amy Bratsos, President, Colt Andrews PTO; Walter Burke, Bristol Recreation Director; Jen Davies, Sheila Ellsworth, Nina Murphy, Tim Pesco, and Kristen Quinn**

**Marjie M. called the meeting to order at 5:31 PM.**

## **APPROVAL OF MINUTES**

**MOTION:** John B. made a motion to approve the minutes of the April 20, 2015 meeting; seconded by Marjie M. The motion passed unanimously.

## **NEW BUSINESS**

### **Colt Andrews Field Resurfacing**

Amy Bratsos, President of the Colt Andrews PTO, shared the history behind the efforts to ensure a safe outdoor playing surface for the children at Colt Andrews. Multiple attempts to prepare the surface, (reseeding and sodding), failed as the playing surface did not hold up from the high usage and returned to dirt creating dust issues and health concerns for the children.

Amy B. stated that she and Sheila E. researched the best means to resurface Colt field discussing those findings with Walter Burke. The consensus among the professionals was that playground turf would be the best solution to preserve the playing surface at Colt field. An approximate dollar amount for resurfacing Colt field with playground turf was determined. Fundraising efforts began to help defray the cost of the project. Amy B. stated that the PTO has come before the Budget/Facilities Subcommittee to present their plan.

Marjie M. asked George S. his thoughts on the best playing surface for Colt field. George S. responded that grass would not be

acceptable for high usage. The cost of asphalt would be 50% more than playground turf. George S. believes that resurfacing Colt field with playground turf makes sense. George S. added that the other non-play areas of Colt field should be slice-seeded and fertilized.

A map of the proposed resurfacing area of Colt field was reviewed by those present.

George S. commented that he would work with the contractor to ensure proper drainage run-off at Colt Field related to the resurfacing project.

Mario A. stated that the Bristol Town Council voted to release monies from the Colt Fund for the purpose of helping to fund the Colt Field Resurfacing project contingent upon the School Committee's approval. The Colt Fund was established years ago for the purpose of maintaining and preserving the Colt School,

Nina Murphy stated, for the record, that the monies the Bristol Town Council authorized to release for the Colt Field Resurfacing project does not impact the principle of the Colt Fund. Mario A. added that the School Department would like to avoid touching the principle of the Colt Fund "at all cost".

Mario A. stated that in June, the School Committee will discuss procedures, protocols and accounting practices regarding the future

**release of monies from the Colt Fund.**

**Marjie M. stated that Mario A. and George S. have reviewed the schematics to verify that the Colt Field Resurfacing Project RFP reflects what was presented by the Colt Andrews PTO. Marjie M. stated that Amy B. and Kate W. will be updated throughout the RFP process.**

**Marjie M. summarized the bidding process and School Committee approval process that will commence once the Budget/Facilities Subcommittee approves bid solicitation for the Colt Field Resurfacing project.**

**(Bill O. arrived at 5:50 p.m.)**

**A discussion ensued.**

**(Diane S. arrived at 6:03 p.m.)**

**MOTION: John B. made a motion to go out to bid for the Colt Field Resurfacing project; seconded by Marjie M. The motion passed unanimously.**

**Colt Fund**

**The discussion of the Colt Fund will be postponed until the next meeting**

**(Kate W. left at 6:09 p.m.)**

**(Walter B. left at 6:09 p.m.)**

### **FY16 Budget Update**

**Pauline S. reported that it is too soon to give a fully balanced budget.**

**Pauline S. reported good news in the areas of healthcare and transportation which numbers came in lower than the budgeted amount.**

**Pauline S. also reported that she, Mario A. and Diane S. worked together to review the FY16 budget for the purpose of recouping the shortfall which was a result of the recent decision to cut \$1 million from the FY16 budget request. As a result, the School Department will be reducing 4.2 full-time employees.**

### **OLD BUSINESS**

**Marjie M. stated that the remaining order of business would be adjusted to accommodate those present.**

### **Guiteras Field Update**

**George S. stated that he met with the Athletic Director prior to 2015 baseball season when it was determined that the Guiteras Field work would not begin until the baseball season was over.**

**George S. stated that in October 2014, DaPonte completed all the prep work for Guiteras Field. George reviewed what the prep work entailed.**

**George S. reported that Christy B. ordered a portion of the netting for the Guiteras baseball field. The Town of Bristol will need to be involved with the installation of the netting because the School Department does not have the pulleys to complete the task.**

## **ACTION ITEM**

### **Transportation Bid**

**MOTION: John B. made a motion to recommend to the full School Committee awarding the 2016-2020 Transportation bid to First Student for the amount of \$1,467,259; seconded by Bill O.**

**DISCUSSION: Pauline S. stated that after the transportation bid request closed, only two bidders remained for consideration. First Student is the transportation vendor of record, but the bid reflected a 3.3% increase. Pauline S. reached out to First Student to look into avenues for cutting costs. After researching cost saving measures, it was determined that using 83 passenger busses for some runs within the Bristol Warren Regional School District instead of 71 passenger busses currently in use could provide cost savings through the reduction of three to four busses. Pauline S. described an app that will be used to help determine the best way to implement the**

reduction of busses without impact to students. She commented that currently many busses run half empty. Mario A. added that the issue of half empty busses occurs mostly at the high school level.

(Karen L. left at 6:19 p.m.)

(Paul S. Left at 6:19 p.m.)

Pauline S. stated that the School Department will be moving in the direction of supplying fuel for the busses which would be purchased tax free and would yield a \$50,000 to \$60,000 savings annually

A discussion ensued regarding the points presented by Pauline S. regarding the Transportation Bid. Questions were asked and answered.

The motion passed unanimously.

## **OLD BUSINESS**

### **MHHS Field Update**

George S. reported that PARE Engineering is drawing up the bid documents. The earliest the MHHS Field work could begin is in the Fall of 2015.

### **MHHS Fire Pump**

George S. reported that the work on the MHHS Fire Pump is completed. The Fire Department will be signing off on the

**installation, and an electrical check will be completed.**

### **Energy Efficiencies**

**George S. stated there was nothing new to report.**

### **KMS Auditorium**

**George S. reported that the new completion date for the KMS Auditorium project is June 22, 2015. Sheet-rocking will begin next week.**

### **Fundraising Policy**

**Marjie M. stated that the Fundraising Policy is being reviewed to ensure that the School Committee is following the policy, and for the purpose of tightening up accounting practices. The Budget/Facilities Subcommittee is reviewing the Fundraising Policy to be apprised of the changes and additions being proposed to the policy. The Fundraising Policy will then go to the Policy & Curriculum Subcommittee for review before the policy moves to the full School Committee for a first and second reading.**

**Amy B. asked if the PTO's will have access to the revised Fundraising Policy. Marjie M. responded that once the policy is approved, all PTO presidents will receive a copy.**

**(George S. left at 6:58 p.m.)**



## **FY15 Budget Update**

**Pauline S. reviewed the School Committee Report which lists General Fund spending by object code.**

**Pauline S. also reviewed the Function Code Report which reports all funding by function code and includes state and federal funds.**

**Pauline S. stated that the FY15 Budget is on target.**

**Several questions were asked and answered.**

**(Erin Schofield left at 7:05 p.m.)**

## **ACTION ITEM**

### **Landscaping Bid**

**MOTION: Bill O. made a motion to recommend to the full School Committee awarding the 2015-2016 Warren Landscaping Bid to MJ Construction for the amount of \$160 per week, billed on a monthly basis; John B. seconded.**

**DISCUSSION: Pauline S. stated that George S. makes the determination of the amount of weeks required for landscaping services throughout the year. She added that MJ Construction is the same company that is used currently for landscaping.**

**Pauline S. stated that she would like to have a future conversation with the Budget/Facilities Subcommittee to place the landscaping bid on a three year cycle with extensions.**

**The motion passed unanimously.**

**Next meeting – Monday, June 15, 2015**

**Adjournment:**

**MOTION: At 7:09 p.m. John B. made a motion to adjourn the meeting; Bill O. seconded.**

**The motion passed unanimously.**

**kd**